

The Village Library of Morgantown

Helping our community live, learn, and grow

Village Library Board of Trustees

Meeting Minutes

September 28, 2020

Opening

The regular (virtual) meeting of the Village Library Board of Trustees was called to order at 6:04 PM on Monday, September 28, 2020 By Lisa Betz.

Present

Lisa Betz, Maria Long, Anna Carter, Knicki Knickerbocker, and Lauren Nappi

Approval of Minutes

The Minutes of August were approved.

Motion by Anna Carter, and seconded by Lisa Betz

Correspondence

- None

Director's report

- audit finalized
 - The Audit has been finalized and submitted early.
 - The library has a general audit every year and a large audit every three years.
- bookkeeper status
 - On October 6th, Maria is meeting with Tracy Etchberger of Long, Barrell & Co, Ltd. to discuss our finalized audit.
 - The library is looking to purchase Quick Books. This will help alleviate issues that need to be resolved. Maria Long found a website that is for non-profits to purchase supplies at a lower cost. The program should cost between \$150-350. Due to Covid, we have not been using our office supplies. Part of this budget can be allotted towards the purchase of Quick Books.
 - Due to the state of the books, we are going to need to provide our book keeper with more hours to start. Once we are caught up, we can move forward with our allotted amount.
 - Knicki Knickerbocker motioned that the board authorize Maria moving forward to provide our book keeper with more hours to begin. The motion was seconded by Lisa Betz. The motion was approved by unanimous consent.

- Wi-Fi extension
 - Maria met with company today, and they will be installing the extension on Wednesday, September 30th or Thursday, October 1st.
 - This will create a guaranteed secure Wi-Fi
 - This extension will extend outside the walls while we are closed. We currently have customers sitting outside and in cars to use it, and this will increase our ability to serve those people.
 - The Wi-Fi is free.
 - The township gave the approval since drilling was needed.
 - Another positive way that we can continue to help our patrons even though we have a decreased number of hours during Covid.
- Cell Phones
 - Maria Long is working with Lauren Nappi to research cell phone options.
 - Lauren suggested that we look into the two week trial of Ring Central which is an app that has video conferencing, team messaging, and phone. This can be added to personal cell phones, a new library cell phone, computers and tablets.
- Other
 - Maria Long went over the request for the waiver of standards for 2021, with Stephanie Williams, District Consultant. Currently, the state is going to provide us with 5/12. This amounts to \$21,279.59 from the state for 2021. This means that they would be significantly cutting our aid. A formal decision will be in November. We will also be receiving \$37,245.72 from the county, bringing our total to \$58,663.31 for 2021.
 - We are currently not running on the weekends. As of October 13th hours will be as following:
 - Monday 11-7
 - Tuesday 1-5
 - Wednesday 1-6
 - Thursday and Friday 9-1
 - In Service Day will be October 12 9am- 1pm
 - Maria Long recently joined the EDI (equity Diversity Inclusion) Committee. This supplies us with the resources to create inclusion and sensitivity training, as well as policies to support this.
 - The Boscov's Fundraiser will be held on October 14th and October 15th. You simply need to show up, and mention the library. They will provide you with the discount and donate to the library as well. You can also shop online.

Treasurer's report

- The Treasurer's report is accepted as is.

Old business

- The Flowerbed design has been submitted. If anyone has excess plants to be donated, reply to the email so that planning can begin. Knicki Knickerbocker is going to speak with the Twin Valley Service Unit to see if anyone is looking to volunteer.

- The Book Sale is scheduled for this Saturday. Carol has people lined up to help.
- Welcomed new members
- Record of the Conflict of Interest Forms for new members have been saved. We need to discuss the Ethics forms, and if records of signatures on this should also be saved.
- Maria is looking into speaking with the township supervisors to be on the Systems template to talk with townships for next fiscal year.

New Business

- Board resolution for a Waiver of Standards was read out loud during the meeting. It details certain standards libraries must meet to receive state funding, including a minimum number of hours. Anna Carter motioned that the board authorize Lisa Betz to sign the document and submit. The motion was seconded by Knicki Knickerbocker. The motion was approved by unanimous consent.
- Better hours for the library to serve working patrons was already discussed
- Discuss additional policies:
The District Consultant, Stephanie Williams, provided document retention and volunteer information that gives guidelines on how long to retain and dispose of important documents, as well a volunteer policy. We currently do not have a Volunteer policy, but believe it would be in our best interest to adopt one. Lisa Betz will combine the two provided and adapt them to our needs. Lisa Betz will send out to the board, and we can vote on them next month.
- Book Sale promotion was already discussed.
- We generally send out a mailing (to individuals and local businesses) and run a fundraiser in November. A brochure was created a few years ago. Lisa Betz and Maria Long will meet to discuss the details prior to distribution. Volunteers will be needed to stuff envelopes prior to distribution.
- A Strategic planning committee is to be created. The vision and mission statement was revised two years ago, but we need to create a full strategic plan. This will be a combined effort with the board and the staff. By the end of the year we can approve of a committee, and work towards the goal.

Adjournment

Meeting was adjourned by Lisa Betz. The next meeting will be at 6:00 PM on October 26, 2020.

Minutes submitted by: Lauren Nappi

Library Mission statement:

The Village Library provides resources, services, programs, and technology to enrich lives, build community, and foster success. Our goal is to help people live informed, productive lives, and empower them to contribute effectively to their communities.